



## VACANCY NOTE - PRIMA ADMINISTRATIVE OFFICER

### **Summary**

- Job title: Administrative officer
- Organization: PRIMA Foundation Secretariat
- Position Type: Full-time
- Salary: Up to 30.000 € annually
- Location: Barcelona (PRIMA Foundation premises)

### **About PRIMA**

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established based on Article 185 TFUE in collaboration with 20 Participating States and the European Commission. PRIMA aims to support common innovative solutions and promote their adoption to improve the efficiency and sustainability of food production systems and water provision. The PRIMA Program is implemented through an ad hoc structure, a private Foundation under Spanish Law.

### **Responsibilities**

The Administrative Officer's responsibilities will consist of assisting all the PRIMA Secretariat staff, and the primary duties to be performed are:

1. Welcome and direct office visitors
2. Responsible for all consumables and office supply needs for day-to-day operations
3. Answer the central office telephone system
4. Respond to direct requests for information and forward messages to appropriate staff
5. Provide meeting support as needed (e.g., scheduling conference rooms, catering, logistics) on online and physical events.
6. Assist with reviewing administrative procedures and developing systems to assure compliance by all staff.
7. Booking travel and hotel arrangements for all the PRIMA staff as needed.
8. Coordination of meetings, training sessions, international conferences, and other activities of the organisation
9. Preparation of grant documents: support the signature process of the grant agreements with the supervision of the Legal officer.
10. Support the communication officer in preparing meetings and data collection.
11. Support the financial officer in assessing Projects at the mid-term and final economic report.



Secondly, while assisting the Project Officers, the primary duties to be performed are:

1. Preparation of call documents
2. Prepare evaluation documents: Booklets, minutes, and attendance list.
3. Expert's contracts: Calls and evaluations of projects during its implementation
4. Admissibility and eligibility check Sections 1 and 2: Check that all the proposals received fulfil the criteria set in each Call.
5. Monitoring Section 2 projects with the Funding Agencies: annual certificates
6. Support the meetings organised with the Funding Agencies.

### **Requirements**

- Have a residence/working permission in Spain.
- Candidates must have at least vocational training
- Candidates must have good written and verbal communication skills in English (minimum B2) and Spanish.
- Minimum of 3 years of work experience.
- Advanced user of Office packages: Word, Excel, and PowerPoint.
- Other desirable skills for the worker include:
  - Strong interpersonal skills.
  - Good team player.
- Other desirable experiences:
  - Knowledge about European Research Programs
  - International or national Grants

### **Conditions**

- Employment contract: permanent.
- Working hours: 37,5 hours per week.
- Salary: Up to 30.000 € gross annually.
- Location: PRIMA Secretariat premises in Barcelona.  
Start date: March 2025.

### **Applications**

Deadline: **20 February 2025, 5 PM (CET)**.

Submission: Applications must be submitted only via the registration form on our website with the following documentation:

1. Candidate's CV (indicating the information related to the legal and internal requirements).
2. Accreditation English level minimum B2.



3. Motivation letter.
4. Copy their identity card or passport and/or residence/working permit in Spain.

Note: Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

### **Equal opportunities**

PRIMA is committed to being an equal opportunities employer. We ensure that all applicants are treated fairly and appointed solely on their suitability for the post, irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status, or religion/belief.

### **Data protection**

Any personal data provided about this vacancy will be processed by PRIMA's Privacy Policy, in particular section 2.1, and the General Data Protection Regulation (GDPR) (EU) 2016/679. Data will only be used for recruitment purposes. Further details can be found in [PRIMA's privacy policy](#).

Barcelona, 22 January 2025